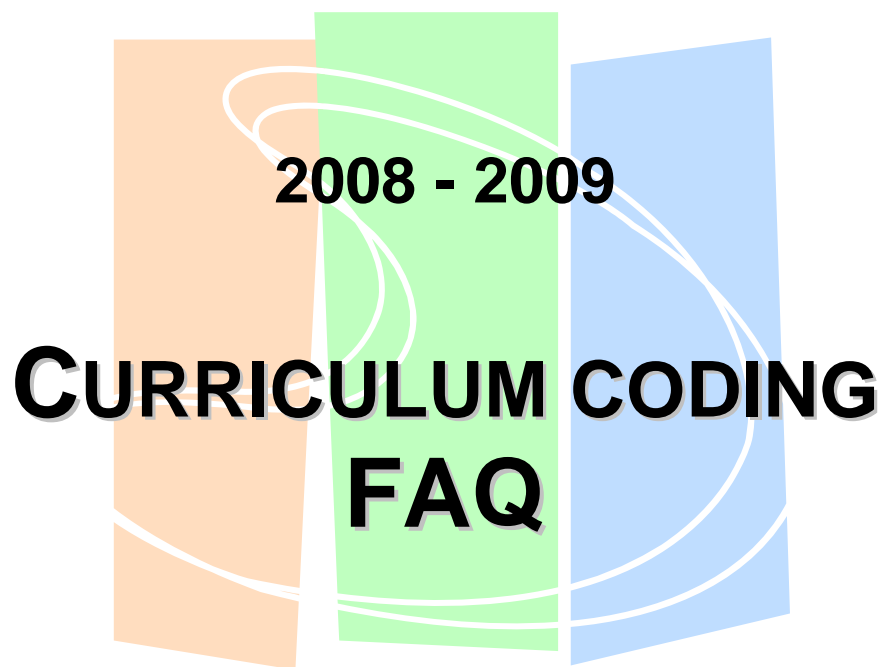


Iowa Department of Education

# Winter EASIER



**December , 2008**

*The content in this document was compiled by staff in the Planning, Research, and Evaluation Bureau at the Iowa Department of Education. This document is intended to provide guidance and direction to school personnel responsible for coding local courses for inclusion in EASIER submissions. In no way should the content be viewed as a substitution or replacement for the Iowa Code or Iowa Administrative Code.*

## EASIER 2008-2009 Curriculum Coding FAQ

***What are the Accreditation Program Area, the Institution Providing Course, and the Course Origination for courses?***

	<b>Accreditation Program Area</b>	<b>Institution Providing Course</b>	<b>Course Origination</b>
AP Courses On-Line (e.g., Belin Blank Institute)	Regular ('0' – '9')	Local District	IA AP Academy Online ('7')
Career Academy Courses	Regular ('0' – '9')	Postsecondary Institution (IPEDS)	28E Agreement for Dual Credit with Community College ('3')
Correspondence Courses	Other ('0')	Postsecondary Institution (IPEDS)	Other ('8')
ELL Courses	Other ('0')	Local District	Local District ('1')
Independent Studies	If board approved, Regular ('1' – '9') If NOT board approved, Other ('0')	Local District	If board approved, Local District ('1') If NOT board approved, Other ('8')
Iowa Learning Online High School Credit Courses	Regular ('0' – '9')	Local District	Iowa Learning Online ('6')
Iowa Learning Online College Credit Courses	Other ('0')	Local District	PSEO ('2')
Online Community College Consortium* Courses	Other ('0')	Respective Community College (IPEDS)	PSEO ('2')
PSEO Courses	Other ('0')	Postsecondary Institution (IPEDS)	PSEO ('2')
PLATO Courses	Other ('0')	Local District	Other ('8')
Regular Education Courses (within district)	Regular ('0' – '9')	Local District	Local District ('1')
Special Education Courses (within district)	Other ('0')	Local District	Local District ('1')
Study Hall (and other "Placeholder" courses)	Other ('0')	Local District	Local District ('1')
28E Courses with another school district	Regular ('0' – '9')	Originating District	28E Agreement for High School Credit with another district ('5')
28E Courses with a Community College	Regular ('0' – '9')	Postsecondary Institution (IPEDS)	If for dual credit, ('3'), if for high school credit, ( '4')

*\* Community College Consortium consists of Eastern Iowa, Iowa Lakes Community College, Iowa Western, Northwest Iowa, Southeastern Iowa, Southwestern Iowa and Western Iowa Tech*

### ***How do I code my Study Halls and other “place-holder” courses?***

SCED course code of single zero (0).

Miscellaneous course codes may be located in Subject Area 22. For example, Study Hall is may be coded as 220006G00000.

### ***What is the difference between a concurrent course (formally known as Dual Credit) and a PSEO course?***

PSEO courses (authorized by Iowa Code Chapter 261C) are **not part** of a school district's curriculum, are **not listed** in the course guide, and **have not been approved** by the local school board. PSEO courses are selected by the students and are approved on an individual basis. A student must complete an application or Notice of Student Registration form before enrolling in a PSEO course. Typical PSEO courses are located at the site of the post-secondary institution or satellite location. For more information go to <http://www.iowa.gov/educate/content/view/488/990>

28E courses **are approved** by the local school board and **are considered** to be part of the regular high school curriculum. 28E courses are open to all students enrolled in the community college, and published in the community college's course catalog. 28E courses may either be taught by community college faculty or qualified high school staff on the campus of a high school or a community college.

Note: CTE programs through a community college are offered through a 28E agreement, but are not eligible for supplementary weighting if offered by the district to meet accreditation requirements.

*If you have questions specific to 28E courses, please contact [tom.cooley@iowa.gov](mailto:tom.cooley@iowa.gov), (515) 242 5132.*

### ***How do I code my PSEO courses?***

Your PSEO courses must be assigned a unique local course number and title, just as your other courses. The 11-digit SCED code is no longer coded with the 30's series for PSEO courses. PSEO courses are to be coded using the SCED course code manual. PSEO courses, as well as all other concurrent courses, are coded using the same coding manual as your high school courses. PSEO courses are now identified by the institution providing course and course origination fields. You may wish to begin searching for a SCED code from the list of codes provided in [SCED Codes for 28E Concurrent Enrollment Courses, 2008-2009 \(November 2008\)](#). If you cannot find an appropriate code, you may use the appropriate subject area (first 2 digits) followed by 999 (Other). A course like Literature for Children may be coded as 01999C05000.

### ***Our district has an agreement with a private college where one of our teachers is teaching a course and the students are earning college credit. How do I code that course?***

Since 28E agreements, by law, cannot exist with private institutions, this course would be coded as a PSEO course. The only exception to this would be if the private college is not an eligible in-state postsecondary institution (i.e., not included on the IPEDS code list), in which case the course cannot be coded as a PSEO, and would be coded as your district's course (assuming the course has been approved by the local school board).

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***Our district has a 28E agreement with a neighboring district which in turn has a 28E agreement with a community college that offers college credit for the course. How do I code that course?***

The course should be coded as if the 28E agreement is between your district and the community college. If the course qualifies for supplementary weighting, a district can report course enrollment of resident students only.

*If you have questions specific to 28E courses, please contact [tom.cooley@iowa.gov](mailto:tom.cooley@iowa.gov), (515) 242 5132.*

***I have a student whose parent is employed by a post-secondary institution that provides free tuition to family members. How do I code those “free” college courses for that student?***

As long as the course meets the State requirements under PSEO and the district approved the course, the college course is considered a PSEO course and should be coded accordingly. The amount of money billed for this course (reported on BEDS) would be \$0.

*If you have questions specific to PSEO courses, please contact [tom.cooley@iowa.gov](mailto:tom.cooley@iowa.gov), (515) 242 5132.*

***Does a PSEO course that was not completed or not passed by a student still need to be submitted in EASIER? Are the \$\$ for that course to be submitted on BEDS?***

Yes, you are to include all student enrollments in PSEO courses in Project EASIER, and enter the total amount for which your district was billed on BEDS. The district may demand reimbursement from the student, but this does not affect the BEDS reporting.

***When is a college course considered a PSEO course for some students but not for others?***

Assuming a particular college course meets the criteria to be considered an eligible course, a district is not responsible for payment if the student in question is not eligible for enrollment or does not meet the requirements for taking a PSEO course. Examples of not meeting the requirements include, but are not limited to: a 9<sup>th</sup> or 10<sup>th</sup> grader has not been identified as gifted or talented, the student fails to meet the established deadline for registering for PSEO participation, or the parent enrolls the student at the postsecondary institution instead of enrolling through the high school. In these cases the district may elect, but is not required, to accept the course for high school credit, even if the district is not responsible for course payment.

*If you have questions specific to PSEO courses, please contact [tom.cooley@iowa.gov](mailto:tom.cooley@iowa.gov), (515) 242 5132.*

***What kinds of courses qualify as PSEO courses? If a student wants to take a course like swimming at the community college, does that qualify as a PSEO?***

According to state code 281-22.4(261C), postsecondary courses eligible for students to enroll in...shall be limited to:

- Nonsectarian courses;
- Courses that are not comparable to courses offered by the school district where the student attends which are defined in rules adopted by the board of directors of the public school district;
- Credit-bearing courses that lead to an educational degree;
- Courses in the discipline areas of mathematics, science, social sciences, humanities, vocational-technical education, and also courses in career option programs offered by area schools (established under the authorization of Iowa Code chapter 260C).

Based on those restrictions, your student's swimming course would NOT qualify as a PSEO.

If you have questions specific to PSEO courses, please contact [tom.cooley@iowa.gov](mailto:tom.cooley@iowa.gov), (515) 242 5132.

***Why do we send all of our courses in the spring when you only report PSEOs?***

Missing PSEO courses are sometimes miscoded as 28Es or vice-versa. By including all courses, it is easier to identify the missing PSEO courses and re-code them accordingly.

***How do I code the CTE courses for CTE programs that are offered at the community college? Do I break the program into separate courses or just code the overall program and assign a Carnegie unit of 3.0+?***

You must contact the community college or your representative and obtain the list of courses that comprise the individual CTE programs offered through or by the community college. Each course will need to be identified with a local course number and distinct SCED course code. Students should be enrolled or assigned to each of these courses in your student information system in order for the total units within a program to be correct.

***What is the connection, if any, between EASIER and the CTE application? Is this connection based on the winter curriculum file only?***

All courses coded with accreditation area of '9' (Vocational/Technical) in Winter EASIER are provided in a drop-down menu located within the CTE application. Courses can be selected from this drop-down to define a particular CTE program. The key to the course selection is the local course number and local course name. Once local course numbers and names are identified in the CTE application, matches on the local course number and name are found from the district's Winter EASIER submission. Students are added to CTE programs based on the matching local course numbers and names.

***Our alternative high school program is located at the community college. Do I need to include their courses in my winter EASIER file? Are those courses considered 28E courses with another district or 28E courses with a Community College for high school credit only?***

At the current time, it is not necessary to include the courses for alternative school programs at community colleges. If you choose to include them, the courses would be considered 28E with a Community College for high school credit only (teachers must hold an appropriate Iowa license).

***We have a 2<sup>nd</sup> year senior with an IEP attending a community college program to complete their requirements for graduation. Do I include their courses in my winter EASIER file? Are those courses considered 28E courses with another district? Or 28E courses with a community college for high school credit only?***

Curriculum for these students should not be submitted since the courses are not courses offered and taught by the district.

### ***What is a career academy?***

Career academies (Iowa Code 260C.18A) refer to programs of study that combine a minimum of two years of secondary education with an associate degree, or the equivalent, career preparatory program in a non-duplicative, sequential course of study that is standards based, integrates academic and technical instruction, utilizes work-based and worksite learning where appropriate and available, utilizes an individual career planning process with parent involvement, and leads to an associate degree or postsecondary diploma or certificate in a career field that prepares an individual for entry and advancement in a high-skill and reward career field and further education.

For more information, contact Rosanne Malek, 515/281-3199, [rosanne.malek@iowa.gov](mailto:rosanne.malek@iowa.gov)

### ***Can AP Courses be coded as concurrent courses?***

ONLY if both of the following criteria are met:

- 1) The teacher is qualified to teach AP courses and is employed by the community college
- 2) A 28E agreement exists between the district and the community college for the course.

Additionally, if the course is eligible for supplementary weighting, then the following criteria must also be met (IA Code 257.11(3))

- a. The course supplements, not supplants, the high school courses.
- b. The course is included in the community college catalog or an amendment or addendum to the catalog.
- c. The course is open to all registered community college students, not just high school students.
- d. The course is for college credit and the credit must apply toward an associate of arts or associate of science degree, or toward an associate of applied arts or associate of applied science degree, or toward completion of a college diploma program.
- e. The course is taught by a community college-employed instructor.
- f. The course is taught utilizing the community college course syllabus.
- g. The course is of the same quality as a course offered on a community college campus.

***What about the issue of core course curriculum – will that be taken from the district's EASIER files?***

There are no plans of extracting core curriculum from Project EASIER files at this time.

***How do I code independent study courses?***

If an independent study course is board approved and listed in your course catalog, it can be coded using the correct SCED code and accreditation program area. If the course is not board approved, the course should have an accreditation program area of '0' other.

***A student takes an independent study course because they are unable to take the course when it is officially offered. How do I code the independent study course?***

Because this course is considered a separate section rather than a separate course, this course should be coded exactly like its non-independent study counter-part. This includes the same sequence numbers.

Example:	Business Law	12055G05000
	Business Law – Ind Std	12055G05000

***How do I code courses that our district offers at the alternative school/program?***

Alternative school/program courses should be coded using the same method as regular high school courses. If the same course is offered at both the regular high school and the alternative school/program, the courses should have identical SCED codes. This includes the sequence numbers.

Example:	Algebra 1	02052G10000
	Algebra 1 - Alt HS	02052G10000

***A semester long course is offered both first and second semester. It has two separate local course numbers depending upon the semester the course is taught. How do I code these two courses?***

Because the content of these two courses is the same, they are considered the same course and should have identical SCED codes. This includes the sequence numbers.

Example:	Government-fall	04151G05000
	Government-spring	04151G05000

***Our district offers a course in a particular accreditation area but the SCED code that best represents the curriculum is in a different subject area. Is this a problem?***

No, use the SCED code that best represents the curriculum being taught in the course. The accreditation program area will be the area in which the credit for the course is given.

***How do I code PLATO or Nova Net courses?***

The SCED code will use the same system as any other high school course. The accreditation program area will be '0' other and the course origination will be '8' other.

***Our district offers English 12 and Honors English 12. What is the difference in the SCED codes for these two courses?***

The only difference will be in the level.

Example:	English 12 – Sem1	01004G10010
	Honors English 12-Sem 1	01004H10010
	English 12 – Sem 2	01004G10020
	Honors English 12-Sem 2	01004H10020

***What are the SCED codes for Project Lead the Way courses?***

Codes can be developed for Project Lead the Way courses from subject area 21: Engineering and Technology. The first 5 digits are as follows:

- 21004 Principles of Engineering
- 21006 Engineering Design
- 21007 Engineering Design and Development
- 21008 Digital Electronics
- 21010 Computer Integrated Manufacturing
- 21012 Civil Engineering and Architecture
- 21013 Aerospace Engineering
- 21014 Biotechnical Engineering